

MINUTES OF A SPECIAL MEETING
of the CHELSEA HOUSING AUTHORITY
held on January 10, 2000

The Special Meeting of the Chelsea Housing Authority was held on Monday, January 10, 2000 in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 4:45 P.M. and upon a roll call of the Members the following Commissioners were present:

Richard Repici
Stephen Roche
Henry Cordero
Marion Howard
Alcira Brenes

Chairman Repici declared a quorum present.

I. NEW BUSINESS

- A. Buckley Apartments - Repair Concrete Balconies and Walls
Planning and Architectural Design for exterior balconies and wall repair

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to prepare a Request for Services for the Planning and Architectural Design for exterior balconies and wall repair at the Buckley Apartments, not to exceed \$100,000.00.

- B. Buckley Apartments - Roof Replacement
Capeway Roofing Systems - Substantial completion documents to be forwarded to DHCD

1. The Members reviewed the following completion documents:

Certificate of Substantial Completion

2. Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the subject construction contract completion documents as presented.

- C. Prattville Apartments - 200 - Deleading Projects
Environmental Restorations, Inc. - Substantial completion documents to be

January 10, 2000 SPECIAL MEETING MINUTES

forwarded to DHCD

1. The Members reviewed the following completion document:

Certificate of Substantial Completion

2. Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the subject construction contract completion documents as presented.

- D. Chelsea Police Department - Contract
Contract renewal between the Chelsea Housing - December 31, 2000

There being no objection, the Chairman postponed consideration of this item.

- E. Administrative part-time position of Information Technology Co-Ordinator
Create a 20 hour per week position to administer any problems that may arise with the new computer system

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to have the Acting Executive Director explore the monies

- D. EXECUTIVE SESSION

At 7:55 P.M. upon a motion by Mr. Roche, seconded by Ms. Howard, the Members vote unanimously to adjourn to Executive Session. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Stephen Roche	
Henry Cordero	
Marion Howard	

The Members were not expected to return to Public Session.

- II. ADJOURNMENT

At 8:25 P.M. upon a motion by Ms. Brenes, seconded by Mr. Roche, the Members voted unanimously to adjourn the Executive Session and the January 10, 2000 Special Meeting.

January 10, 2000 SPECIAL MEETING MINUTES

Mary Petruzzello
Acting Executive Director

Approved: _____
 Initials Date

MINUTES OF A SPECIAL MEETING/EXECUTIVE SESSION
of the CHELSEA HOUSING AUTHORITY
held on January 10, 2000

The Special Meeting of the Chelsea Housing Authority was held on Monday, January 10, 2000 in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 4:45 P.M. and upon a roll call of the Members the following Commissioners were present.

Richard Repici
Stephen Roche
Henry Cordero (at 4:50 P.M)
Marion Howard
Alcira Brenes

Chairman Repici declared a quorum present.

At 7:55 P.M. upon a motion duly made, seconded, and unanimously approved in Public Session the Members met in Executive Session.

I. TRAINING FOR NEW COMPUTER SYSTEM

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve a Contract with Ian Tink (Tandum Company) for the purpose of training for the new computer system.

II. ADJOURNMENT

At 8:25 P.M. upon a motion by Ms. Brenes, seconded by Mr. Roche, the Members voted unanimously to adjourn the Executive Session and the January 10, 2000 Special Meeting.

Mary Petruzzello
Acting Executive Director

Approved _____
 Initials Date

MINUTES OF A SPECIAL MEETING
of the CHELSEA HOUSING AUTHORITY
held on January 20, 2000

The Special Meeting of the Chelsea Housing Authority was held on Thursday, January 20, 2000 in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:00 P.M. and upon a roll call of the Members the following Commissioners were present:

Richard Repici
Stephen Roche
Henry Cordero
Marion Howard
Alcira Brenes

Chairman Repici declare a quorum present.

In attendance were the following:

Mary Petruzzello, Acting Executive Director
Paul McCarthy, Director of Public Safety
Linda Farewell, Office Manager
Marvin Hooker, Resident Council/Margolis Apartments
Marcy Martinez, Margolis Apartments
Stanley Green, Resident Council/Fitzpatrick/Prattville Apartments
Eileen Gioiosa, Margolis Apartments
Helen Zucco, Chelsea Restoration, Corporation

I NEW BUSINESS

- A. Personnel
Richard O' Brien - Maintenance Aide Mechanic

There being no objection, the Chairman postponed consideration of this item.

- B. Executive Director Search

The Members interviewed the final three (3) candidates for the position of Executive Director.

II. ADJOURNMENT

At 8:45 PM. upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adjourn the January 20, 2000 Special Meeting.

Mary Petruzzello
Executive Director

Approved: _____
 Initials Date

MINUTES OF A SPECIAL MEETING
of the CHELSEA HOUSING AUTHORITY
held on January 21, 2000

A Special Meeting of the Chelsea Housing Authority was held on Friday, January 21, 2000 in the Conference Room of the CHA Administrative Offices, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:05 P.M. and upon a roll call of the Members the following Commissioners were present:

Richard Repici
Stephen Roche
Henry Cordero
Marion Howard
Alcira Brenes

Mr. Repici declared a quorum present.

Present at this meeting are the following:

Mary Petruzzello, Acting Executive Director
Linda Ferullo, Office Manager
Paul McCarthy, Director of Public Safety
Marvin Hooker, Resident Council/Margolis Apartments

Stanley Green, Resident Council/Prattville/Fitzpatrick Apartments
Helen Zucco, Chelsea Restoration Corporation
Eileen

I. NOMINATION FOR EXECUTIVE DIRECTOR

- A. The Chairman opened nominations for the position of Executive Director
- B. Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to nominate Mr. McLaughlin to the position of Executive Director.

January 21, 2000 Special Meeting

- C. After the Chairman closed nominations, the Membes voted unanimously to appoint Mr. McLaughlin to the position of Executive Director. Upon a roll call the vote was as follows:

Richard Repici.....Michael McLaughlin
Stephen Roche.....Michael McLaughlin
Henry Cordero.....Michael McLaughlin
Marion Howard.....Michael McLaughlin
Alcira Brenes.....Michael McLaughlin

- 2. Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to prepare a contract to be submitted to DHCD.

II. ADJOURNMENT

At 5:20 P.M. upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adjourn the January 21, 2000 Special Meeting.

Mary Petruzziello
Acting Executive Director

Approved: _____
 Initials Date

MINUTES OF A REGULAR MEETING
of the CHELSEA HOUSING AUTHORITY
held on February 16, 2000

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, February 16, 2000, in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The meeting was called to order at 5:25 P.M., and upon a roll call of the members the following Commissioners were present:

Richard Repici
Stephen Roche
Henry Cordero
Marion Howard
Alcira Brenes

Chairman Repici declared a quorum present.

I. MINUTES

A. November 17, 1999 Regular Meeting/Executive Session

There being no objection, the Chairman postponed consideration of this item.

B. December 1, 1999 Special Meeting

There being no objection, the Chairman postponed consideration of this item.

C. December 9, 1999 Executive Session

There being no objection, the Chairman postponed consideration of this item.,

D. December 29, 1999 Executive Session

E. January 10, 2000 Special Meeting/Executive Session

There being no objection, the Chairman postponed consideration of this item.

F. January 13, 2000 Executive Session

There being no objection, the Chairman postponed consideration of this item.

February 16, 2000 REGULAR MEETING MINUTES

G. January 20, 2000 Special Meeting

There being no objection, the Chairman postponed consideration of this item.

H. January 21, 2000 Special Meeting

There being no objection, the Chairman postponed consideration of this item.

II. COMMUNICATIONS

A. The Members reviewed the following communications:

1. November 24, 1999, letter of congratulation from Harold Lucas, Assistant Secretary, U.S. of Housing & Urban Development for the Authority's high performance as measured by the Public Housing Assessment System.
2. November 19, 1999 letter from Harold Lucas, Assistant Secretary, U.S. Dept. of Housing & Urban Development, notifying Grant funds for the Drug Elimination Program for 'FY99' the amount of \$7,7199.00.
3. November 15, 1999 letter from Henry Malioneck, Director of Federal Audits, Commonwealth of Massachusetts, extending the Audit Contact for three years.
4. Memorandum from Mary Petruzzello listing five employees who will receive and extra week of vacation for not having any sick days throughout 1999.
5. Memorandum from Tom Leonard, Director of Maintenance, regarding a Maintenance Plan for the maintenance and facilities management of all our complexes.
6. Mass NAHRO 2000 Annual Conference & Exhibition to be held at Sea Crest Hotel, North Falmouth, May 21-24, 2000.
7. MassNAHRO Newsletter

B. There being no objection, the Chairman received and placed on file the subject communications.

III. UNFINISHED BUSINESS

A. Renovation of the front vestibule of the Administrative Office

February 16, 2000 REGULAR MEETING MINUTES

1. After notifying the Members of the proposed renovations to the front vestibule, the Chairman expressed an interest in viewing other Housing Authority's having the same security features as CHA will have.
 2. There being no objection, the Chairman received and placed on file the subject notification.
- B. Latino Health Institute Rental Assistance Program
- There being no objection, the Chairman postponed consideration of this item.
- C. ThruCom Communications
- There being no objection, the Chairman postponed consideration of item.

IV. NEW BUSINESS

- A. John Marotto, CPA to present to the Board of Commissioners Income and Expense statements for the fiscal year ended December 31, 1999.
1. The Fee Accountant (J. Marotto) presented to the Income and Expense statements for the fiscal year ended December 31, 1999.
 2. There being no objection, the Chairman received and placed on file the subject statements.
- B. Adopt utilization of the Enterprise Method of Accounting for the purpose of meeting U.S. Dept. of Housing & Urban Development's conversion of Generally Accepted Accounting Principals (GAAP).
1. The Members reviewed the January 31, 2000 from the CHA Auditor (J. Marotto) requesting the Members to adopt utilization of the Enterprise Method of Accounting for the purpose of meeting the U. S. Department of Housing and Urban Development's (HUD) conversion of Generally Accepted Accounting Principals.
 2. Upon a motion Mr. Cordero, seconded Ms. Brenes, the Members voted unanimously to use the GAAP system.
- C. DHCD Contract Amendment extending closing date of Service of Contract from March 31, 2000 to March 31, 2001 for ADA Compliance at the Buckley Apartments, Work Plan #1026

February 16, 2000 REGULAR MEETING MINUTES

1. The Members reviewed DHCD's Standard Contract Amendment Form for Work Plan #1026 for ADA compliance at the Buckley Apartments, 667-2.
 2. Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to extend the closing dates of service of contract from March 31, 2000 to March 31, 2001 for ADA compliance at the Buckley Apartments, 667-2.
- D. City of Chelsea Police Department Contract for the Provision of Supplemental Police Services effective January 1, 2000.

There being no objection, the Chairman postponed consideration of this item.

- E. B.C. Stewart & Associates Contract Amendment to increase the total fee under the contract by five thousand dollars from \$28,000.000 to \$33,000.00.

There being no objection, the Chairman postponed consideration of this item to afford the Executive Director the opportunity to obtain an explanation of this \$5,000.00 increase in the contract with B.C. Stewart & Associates.

- F. Bay Cove Human Services contract to provide a 5 day a week after-school Prevention and Intervention program for youth ages 8-13 and a Peer Leader/Mentoring Program for youth ages 14-19 at the Scrivano and Burma Road Developments in the contract amount of \$20,000.00 for the Prevention Program and \$10,000.00 for the Tutoring Program.

Upon a motion Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve this contract with Bay Cove Human Services providing the Certificate of Insurance for Workmen's Comp and General Liability is in good standing.

- G. DHCD - MRP 'FY00' Annual Contributions Contract for each of the five programs effective September 1, 1999.
1. The Members reviewed the Alternative Housing Voucher Program Annual Contributions Contract.
 2. Upon a motion by Mr. Roche, seconded by Ms. Howard, the members voted unfamously to approve DEAD. - MRP 'FY00' Annual Contributions Contract for each of the programs, effective September 1, 1999. Upon a roll call the following "AYES" and "NAYS" were as follows:

February 16, 2000 REGULAR MEETING MINUTES

AYES	NAYS
Richard Repici	None
Stephen Roche	
Henry Cordero	
Marion Howard	
Alcira Brenes	

H. Office Hours

The Executive Director discussed with the Members the change in office hours for the Administrative Office. The following schedule for a trial period of six (6) months:

Monday	-	8:30 AM - 4:00 PM
Tuesday	-	8:30 AM - 4:00 PM
Wednesday	-	8:30 AM - 7:30 PM
Thursday	-	8:30 AM - 4:00 PM
Friday	-	8:30 AM - Noon

I. Executive Director's Contract

The Members unanimously voted approval and authorized the Chairman to sign a one year contract between the Executive Director (M. McLaughlin) and the Chelsea Housing Authority Board of Commissioners.

Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Stephen Roche	
Henry Cordero	
Marion Howard	
Alcira Brenes	

J. MassNAHRO Conference

1. Recalling overnight travel must be approved by the Members the Executive Director stated he was interested in attending he MassNAHRO conference on the May 21-24, 2000.
2. Upon a motion by Mr. Roche, seconded by Ms. Brenes the Members voted unanimously to approve this overnight travel.

MINUTES OF A SPECIAL MEETING/EXECUTIVE SESSION
of the CHELSEA HOUSING AUTHORITY
held on Wednesday, March 15, 2000

A Special Meeting of the Chelsea Housing Authority was held on Wednesday, March 15, 2000, in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:45 P.M. and upon a roll call of the Members the following Commissioners were present:

Richard Repici
Henry Cordero
Marion Howard
Alcira Brenes

Stephen Roche was absent.

Chairman Repici declared a quorum present.

At 7:55 P.M. upon a motion duly made, seconded, and unanimously approved in Public Session the Members met in Executive Session.

I. MEETING WITH THE CITY MANAGER (G. SANTAGATE)

There being no objection, the Chairman postponed consideration of this item.

II. CITY OF CHELSEA POLICE DEPARTMENT CONTRACT FOR THE PROVISION OF THE SUPPLEMENTAL POLICE SERVICES.

There being no objection, the Chairman postponed consideration of this item.

III. ADJOURNMENT

At 8:50 P.M. upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adjourn the Executive Session and the March 15, 2000 Special Meeting.

Michael E. McLaughlin
Executive Director

Approved: _____
 Initials Date

MINUTES OF A SPECIAL MEETING
5:30 P.M. Tuesday, March 21, 2000
Administrative Office, 54 Locke Street, Chelsea, MA

A Special Meeting of the Chelsea Housing Authority was held on Tuesday, March 21, 2000 in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:30 P.M. and upon a roll call of the Members the following Commissioners were present:

Richard Repici
Stephen Roche
Henry Cordero
Marion Howard
Alcira Brenes

Councilor Paul Nowicki was in attendance.

Chairman Repici declared a quorum present.

I. NEW BUSINESS

Section 8 Management Assessment Program Certification (SEMAP)

1. The Members reviewed the Section 8 Management Assessment Program Certification.
2. Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the SEMAP Certification as presented.
Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Stephen Roche	
Henry Cordero	
Marion Howard	
Alcira Brenes	

III. EXECUTIVE SESSION

At 5:35 P.M. upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adjourn to Executive Session to discuss:

March 21, 2000 SPECIAL MEETING MINUTES

City of Chelsea Police Department Contract for the Provision of Supplemental
Police Services effective January 1, 2000

Meeting with the City Manager

Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Stephen Roche	
Henry Cordero	
Marion Howard	
Alcira Brenes	

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to return to Public Session and they returned at 9:55 P.M.

Upon a motion by Mr. Roche, seconded by Ms. Howard the Members voted unanimously to approve the Contract between the Chelsea Housing Authority and the Chelsea Police Department as presented.

IV. ADJOURNMENT

At 9:55 P.M. upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to adjourn the March 21, 2000 Special Meeting.

Michael E. McLaughlin
Executive Director

Approval: _____
 Initials Date

MINUTES OF A SPECIAL MEETING
of the CHELSEA HOUSING AUTHORITY
held on Wednesday, March 29, 2000

A Special Meeting of the Chelsea Housing Authority was held on Wednesday, March 29, 2000, in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:25 P.M. and upon a roll call of the Members the following Commissioners were present:

Richard Repici
Stephen Roche
Henry Cordero
Marion Howard
Alcira Brenes

Chairman Repici declared a quorum.

I. PERSONNEL/REORGANIZATION

1. Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to confirm the Executive Director's appointment of Nereida Valentine to the position of Housing Manager.

1. Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve an increase in the salary scale for Housing Managers (\$39,656.00).

2. Upon a motion by Mr. Cordero, seconded by Mr. Roche, the Members voted unanimously to approve the position of Director of Operations at a salary of \$62,000.00 per year.

3. Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve an increase in salary for the Modernization Coordinator (F. Buzderewicz) in the amount of \$5,000.00 per year.

II. RESIDENT POLICE OFFICER

1. The Executive Director introduced and read in full the following resolution for the "Officer in Resident Program"

March 29, 2000 SPECIAL MEETING MINUTES

WHEREAS, the Chelsea Housing Authority board of Commissioners, in an effort to cost effectively enhance the security at several of our developments, had in prior years adopted the Officer in Residence Program at all of our Federal Developments.

WHEREAS, this program has been very successful in decreasing crime and improving the quality of life for our residents in our Federal Housing Developments.

NOW THEREFORE, BE IT RESOLVED, that the Chelsea Housing Authority Board of Commissioners continue the Officer in Residence Program at the Margolis, Mace and Scrivano Apartments and extend the program at these developments for one year after approval from the U.S. Department.

2. Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to accept the resolution as presented:
Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Stephen Roche	
Henry Cordero	
Marion Howard	

III. FINANCIAL ASSESSMENT SUBSYSTEM (FASS)

1. The Executive Director introduced and read in full the following resolution for the Section 8 Management Assessment Program Certification:

WHEREAS the BOARD OF COMMISSIONERS, has reviewed the Public Housing Assessment System (PHAS) Management Operations Certification and certifies that there is no evidence to indicate seriously deficient performance on the CHA's capacity to operate its public housing developments in accordance with Federal laws and regulations, it hereby approves the certification as required.

2. Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to accept the resolution as presented.
Upon a roll call the "AYES" and "NAYS" were as follows:

March 29, 2000 SPECIAL MEETING MINUTES

AYES	NAYS
Richard Repici	None
Stephen Roche	
Henry Cordero	
Marion Howard	
Alcira Brenes	

IV. MODERNIZATION

Environmental Restoration, Inc.
Lead Paint Abatement/Innes, Prattville, Fitzpatrick Apartments

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve a final payment of \$26,097.00 to Environmental Restoration, Inc. and to approve the Certificate of Completion, Change Order #1 for a time extension of 44 days and a credit of \$1,021.89 to the Chelsea Housing Authority.

V. ADJOURNMENT

At 5:45 P.M. upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to adjourn the March 29, 2000 Special Meeting.

Michael E. McLaughlin
Executive Director

Approved: _____
 Initials Date

MINUTES OF A REGULAR/ANNUAL MEETING
of the CHELSEA HOUSING AUTHORITY
held on Wednesday, April 19, 2000

A Regular/Annual Meeting of the Chelsea Housing Authority was held on Wednesday, April 19, 2000, in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:30 P.M., and upon a roll call of the Members the following Commissioners were present:

Richard Repici
Henry Cordero
Marion Howard
Alcira Brenes

Stephen Roche was absent.

Chairman Repici declared a quorum present.

I. STAFF INTRODUCTIONS

The Executive Director introduced and the Members welcomed the following new employees:

Diane Cohen.....Director of Operations

Nereida Valentine.....Housing Manager

Robert Hamilton.....Maintenance/Mechanic/Painter

Wayne Brooks.....Maintenance/Mechanic/Painter

II. ELECTION OF OFFICERS

Their being no objection, the Chairman postponed consideration of this item.

III. GRIEVANCE PANEL APPOINTMENT

1. Upon a motion by Mr. Cordero, seconded by Ms. Howard the Members voted unanimously approve the appointment of Lori DiPlazi to Chair the Grievance Panel.

April 19, 2000 REGULAR/ANNUAL MEETING

2. For the past 15 years Lori has been the Site Manager for the Chelsea Square Apartments and possesses an abundance of experience in all aspects of Public Housing.

IV. DESIGNER SELECTION COMMITTEE

There being no objection, the Chairman postponed consideration of this item.

V. MINUTES

Upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to approve all minutes except the December 9, 1999 Special Meeting, the January 20, 2000 and the January 21, 2000 Special Meeting minutes which was postponed to the next meeting and to approve the March 29, 2000 Special Meeting minutes as corrected.

VI. COMMUNICATIONS

- A. The Members reviewed the following Communications:

1. NAHRO Newsletter, March, 2000
2. NAHRO Newsletter, April, 2000

- B. There being no objection, the Chairman received and placed on file the subject Communications.

VII. NEW BUSINESS

- A. Confirmation of Personnel Appointments

1. Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to confirm the Executive Director's appointment of Diane Cohen to the position of Director of Operations effective May 1, 2000.
2. Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to confirm the Executive Director's appointment of Robert Hamilton to the position of Maintenance/Mechanic/Painter, effective April 20, 2000.
3. Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to confirm the Executive Director's appointment of

April 19, 2000 REGULAR/ANNUAL MEETING

Wayne Brook to the position of Maintenance/Mechanic/Painter, effective April 24, 2000.

B. DHCD Signatory Authorization Form

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to allow the Executive Director to sign all contracts up to \$50,000.00 and that in his absence the Director of Operations (Diane Cohen) would be afforded the same authority.

C. ROSS GRANT

Upon a motion by Mr. Cordero, seconded by Ms. Brenes the Members voted unanimously to approve the Executive Director to hire Ian Tink (Tandem Care, Inc.) as a consultant to apply for the Ross Grant at a cost not to exceed \$7,500.00. The Ross Grant is for job search and training for CHA tenants in Federally funded developments.

VIII. UNFINISHED BUSINESS

Bank Signature Cards

There being no objection, the Chairman postponed consideration of this item.

IX. EXECUTIVE SESSION

At 5:55 P.M. upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to adjourn to Executive Session. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Henry Cordero	
Marion Howard	
Alcira Brenes	

The Chairman announced that the Members expected to return to Public Session in a half hour, and they returned at 6:10 P.M.

X. ADJOURNMENT

At 6:20 P.M. upon a motion by Ms. Brenes, seconded by Ms. Howard the Members

April 19, 2000 REGULAR/ANNUAL MEETING

voted unanimously to adjourn the April 19, 2000 Regular/Annual Meeting.

Michael E. McLaughlin
Executive Director

Approved: _____
 Initials Date

MINUTES OF A REGULAR/ANNUAL MEETING/EXECUTIVE SESSION
of the CHELSEA HOUSING AUTHORITY
held on Wednesday, April 19, 2000

A Regular/Annual Meeting of the Chelsea Housing Authority was held on Wednesday, April 19, 2000, in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:30 P.M., and upon a roll call of the Members the following Commissioners were present:

Richard Repici
Henry Cordero
Marion Howard
Alcira Brenes

Stephen Roche was absent.

Chairman Repici declared a quorum present.

At 5:55 P.M. upon a motion duly made, seconded, and unanimously approved in Public Session the Members met in Executive Session.

I. PERSONNEL

- A. The Members met with the Assistant Director (M. Petruzzello) to discuss a salary reclassification for her position.
- B. There being no objection, the Chairman postponed consideration of this item.

II. ADJOURNMENT

At 6:10 P.M. upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to return to Public Session.

Michael E. McLaughlin
Executive Director

Approved: _____
 Initials Date

MINUTES OF A SPECIAL MEETING
of the CHELSEA HOUSING AUTHORITY
held on May 3, 2000

A Special Meeting of the Chelsea Housing Authority was held on Wednesday, May 3, 2000 on in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:35 P.M. and upon a roll call of the Members the following Commissioners were present:

Richard Repici
Stephen Roche
Henry Cordero
Marion Howard
Alcira Brenes

Chairman Repici declared a quorum present.

I. NEW BUSINESS

A. Reorganization/Election of CHA Officers

1. Chairman

- a. Mr. Cordero nominated Richard Repici to serve as Chairman.
Mr. Roche seconded that nomination.
- b. There being no objection, nominations were closed.
- c. Mr. Repici agreed to accept the nomination as Chairman.
- d. The Members voted Mr. Repici Chairman.
The vote was as follows:

AYES	NAYS
Stephen Roche	None
Henry Cordero	
Marion Howard	
Alcira Brenes	

2. Vice Chairman

- a. Mr. Roche nominated Ms. Brenes to serve as Vice Chairman.
Mr. Cordero seconded that nomination.

- b. There being no objection, nominations were closed.
- c. Ms. Brenes agreed to accepted the nomination as Vice Chairman.
- d. The Members voted Ms. Brenes Vice Chairman.
The vote was as follows:

AYES	NAYS
Richard Repici	None
Stephen Roche	
Henry Cordero	
Marion Howard	

3. Treasurer

- a. Mr. Cordero nominated Mr. Roche to serve as Treasurer. Ms. Brenes seconded that nomination.
- b. There being no objection, nominations were closed.
- c. Mr. Roche accepted the nomination as Treasurer.
- d.. The Members voted Mr. Roche Treasurer.
The vote was as follows:

AYES	NAYS
Richard Repici	None
Henry Cordero	
Marion Howard	
Alcira Brenes	

4. Assistant Treasurer

- a. Mr. Cordero nominated Mr. Cordero to serve as Assistant Treasurer. Ms. Brenes seconded the nomination.
- b. There being no objection, nominations were closed.
- c. Mr. Cordero accepted the nomination as Assistant Treasurer.
- d. The Members voted Mr. Cordero Assistant Treasurer.
The vote was as follows:

AYES	NAYS
Richard Repici	None

Alcira Brenes
Stephen Roche
Marion Howard

B. PERSONNEL

Upon a motion by Mr. Cordero, seconded Mr. Roche, the Members confirmed the Executive Director's appointment of Denise Rodriguez to the position of Maintenance/Administrative Buyer.

II. EXECUTIVE SESSION

Upon a motion by Mr. Cordero, seconded by Mr. Roche, the Members voted unanimously to adjourn to Executive Session to discuss Public Safety.

The vote was as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

The Members were expected to return to Public Session if necessary.

III. ADJOURNMENT

At 6:30 P.M. upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to adjourn the Executive Session and the May 3, 2000 Special Meeting.

Michael E. McLaughlin
Executive Director

Approved: _____
 Initials Date

MINUTES OF A REGULAR MEETING
of the CHELSEA HOUSING AUTHORITY
held on Wednesday, June 21, 2000

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, June 21, 2000 in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:30 P.M. and upon a roll call of the Members the following Commissioners were present:

Alcira Brenes
Stephen Roche
Henry Cordero
Marion Howard

Richard Repici was absent.

Vice Chairman Brenes declared a quorum present.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to adopt the subject minutes as presented.

II. COMMUNICATIONS

- A. The Members reviewed MassNAHRO Newsletter, June, 2000.
- B. There being no objection, the Chairman received and placed on file the subject communications.

III. NEW BUSINESS

A. Personnel

Occupancy Specialist
Melissa Busch

Upon a motion by Mr. Cordero, seconded by Mr. Cordero, the Members voted unanimously to confirm the Executive Director's appointment of Melissa Bush to the position of Occupancy Specialist.

June 21, 2000 REGULAR MEETING MINUTES

B. Acceptance of Agreement between Local 3 and the Board of Commissioners - Angelo Zirpolo/Michael White

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to accept the agreement between Local 3 (Maintenance Union), the Executive Director and the Board of Commissioners for the acceptance of the time clocks for record keeping purposes in exchange for promoting Angelo Zirpolo and Michael White to Maintenance Mechanic.

C. State Lease

1. Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to approve the below listed amendments to the State Lease:

- a. Under Section IX - Tenant's Obligation (Page 6) amend to add letter (Z) that would read Automobile Repair: "To refrain from (and to cause each household member and guest to refrain from) repairing or doing mechanical work on any automobile, motorcycle, trailer, snowmobile, boat or other motorized vehicle while on LHA property". Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Stephen Roche	
Henry Cordero	
Marion Howard	

- b. Under Section X - Termination or voiding of Lease (Page 8) amend subsection C number 6 to read "In the event that a tenant has knowledge of a court order (or LHA Trespass Order) barring a person from the lease premises or from the LHA property". Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Stephen Roche	
Henry Cordero	
Marion Howard	

June 21, 2000 REGULAR MEETING MINUTES

- c. Under Section X - Termination or Voiding of Lease (Page 8) amend subsection E. letter (f) to read has unlawfully possessed, sold, or possessed with intent to distribute as class A, B, C, (D or E) controlled substance”, as defined in.

Upon a roll call the “AYES” and “NAYS” were as follows:

AYES	NAYS
Alcira Brenes	None
Stephen Roche	
Henry Cordero	
Marion Howard	

2. Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve the State Lease as amended:

AYES	NAYS
Alcira Brenes	None
Stephen Roche	
Henry Cordero	
Marion Howard	

D. Fraud Policy

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to adopt the Fraud Policy as presented.

E. Overnight Travel

Resident Services Coordinator/Virginia Lopez

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to approve overnight travel for the Resident Services Coordinator (V. Lopez) to attend the Public and Assisted Housing Reforms for the 21st Century in Kansas City, Missouri, which will be 85% funded by the National Low Income Coalition.

F. Regular Meeting/July 19, 2000 Construction Review and Approval

After polling the Members, a Regular Meeting will be held on Wednesday, July 19, 2000.

III. ADJOURNMENT

June 21, 2000 REGULAR MEETING MINUTES

At 6:00 P.M. upon a motion by Ms. Howard, seconded by Mr. Roche, the Members voted unanimously to adjourn the June 21, 2000 Regular Meeting.

Michael E. McLaughlin
Executive Director

Approved: _____
 Initials Date

MINUTES OF A REGULAR MEETING
of the CHELSEA HOUSING AUTHORITY
held on Wednesday, July 26, 2000

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, July 26, 2000 in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:35 P.M. and upon a roll call of the Members the following Commissioners were present:

Richard Repici
Alcira Brenes
Stephen Roche until 7:10 P.M.
Henry Cordero at 6:00 P.M.
Marion Howard

Chairman Repici declared a quorum present.

I. MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to adopt the subject minutes as presented.

II. NEW BUSINESS

- A. Buckley Apartments Balcony, 667-2
Architect/W. Medinger
Interview

William Medinger discussed with the Members the Balcony and Wall Repairs at the Buckley Apartments. After engaging in a lengthy discussion, between 5:30 P.M. and 6:15 P.M., the Members, the Executive Director and the Modernization Coordinator asked Mr. Medinger numerous questions.

- B. Buckley Apartments Balcony and Wall Repairs, 667-2

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve the Contract for Architectural/Engineering Services for the exterior balcony/wall repair at the Buckley Apartments, 667-2 and to authorize the Executive Director to sign the Contract.

- C. Buckley Apartments Hallway Railings, 667-2

July 26, 2000 REGULAR MEETING MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to award the Contract for the Buckley Apartments Hallway Railings to Methuen Fence Corporation in the amount of \$37,000.00 and to authorize the Executive Director to sign the Contract.

D. Basketball Fencing Scrivano and Mace Apartments, 16-1 & 2

Upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to award the Contract for the Basketball Fencing at the Scrivano and Mace Apartments to Methuen Fence Corporation in the amount of \$18,800.00 and to authorize the Executive Director to sign the Contract.

E. Architectural Services

1. Mechanical Engineers Services
Baseboard Heat and Boiler Replacement at Mace, 16-2
HVAC Administration Building

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to appoint Norian/Siani Engineering of Waltham, Massachusetts as the Mechanical Engineer for the Baseboard Heat and Boiler Replacement at the Mace Apartments, 16-2 and the HVAC Administration Building and to authorize the Executive Director to sign the Contract.

2. Landscape Architect Services
Various Playground Equipment Benches and Landscaping
Scrivano and Mace Apartments, 16-1 & 2

Upon a motion by Mr. Roche seconded by Ms. Brenes, the Members voted unanimously to appoint Francis Fox Sprinks Associates of Cambridge, Massachusetts as the Landscape Architect for various playground equipment benches and landscaping at the Scrivano and Mace Apartments, 16-1 & 2 and to authorize the Executive Director to sign the Contract.

3. Architectural Services
Roof Replacement at the Scrivano Apartments, 16-1
2 & 4 Webster Court

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to appoint Architectural Solutions of Milton, Massachusetts as the Architect for the Roof Replacement at the Scrivano Apartments, 16-1, 2 & 4 Webster Court and to authorize the Executive Director to sign the Contract.

July 26, 2000 REGULAR MEETING MINUTES

4. Landscape Architect Services
Parking Lot and Wrought Iron Fencing at the Margolis Apartments, 16-4

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to Francis Fox Spinks Associates of Massachusetts as the Landscape Architect for the Parking Lot and Wrought Iron Fencing at the Margolis Apartment and to authorize the Executive Director to sign the Contract

5. Architectural Services
Roof Replacement at the Scrivano Apartments, 16-1
2 & 4 Webster Court

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to appoint Architectural Solution of Milton, Massachusetts as the Landscape Architect for the Roof Repayment at the Scrivano Apartments and to authorize the Executive Director to sign the Contract.

- F. Interim Legal Counsel

After relinquishing the Chair to Mr. Roche, Mr. Repici made a motion, seconded by Ms. Howard, the Members voted unanimously to keep Attorney Howard Greenspan informed of CHA's legal proceedings.

- G. Public Hearing/September 6, 2000
Section 8 Administrative Plan
Public Housing Admission and Continued Occupancy Plan
Public Housing Grievance Procedure

- H. Comprehensive Grant FY97

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to closeout the FY97 Comprehensive Grant Program.
Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

- I. Disposition Fixed Assets

July 26, 2000 REGULAR MEETING MINUTES

Stoves, Refrigerators, Computer Equipment

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to authorize the Executive Director to dispose of obsolete Fixed Assets with the approval of CHA Legal Counsel.

J. Methadone Clinic

The Chairman directed the Director of Public Safety to send a letter signed by the Board of Commissions to the Chelsea Zoning Board of Appeals to express CHA's concern over the possible opening of a Methadone Clinic at 175 Crescent Avenue.

K. B. C. Stewart and Associates Policies and Procedures

As the Members inquired about the manual of Policies and Procedures compiled by B. C. Stewart and Associates the Executive Director acknowledged that he had received several of these Policies and was expecting the balance of CHA Policies and Procedures to be completed shortly.

L. City Ordinances/Rules and Regulations CHA Residents

The Members discussed the Rules and Regulations pertaining to the authority of Chelsea Police Officers enforcing City Ordinance/CHA Rules and Regulations.

M. MBHP

After relinquishing the Chair to Mr. Roche, Mr. Repici made a motion, seconded by Ms. Brenes to seek Legal Counsel concerning issues occurring between the Chelsea Housing Authority and the Metropolitan Boston Housing Partnership.

N. Mission Statement

The Members discussed the Mission Statement which is in the Five Year Administrative Plan prepared by CHA in conjunction with B. C. Stewart and Associates.

O. Homeownership/Fitzpatrick Apartments

Upon a motion by Mr. Cordero, seconded by Mr. Roche, the Members voted

July 26, 2000 REGULAR MEETING MINUTES

unanimously to inform DHCD that CHA wishes to participate in the proposed Homeownership Program known as "Rent Escrow Pilot Program".

- P. Out of State Travel to the National NAHRO Conference in Scottsdale, Arizona from October 20-24, 2000 for the Executive Director

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve Out of State travel to the National NAHRO Conference in Scottsdale Arizona from October 20-24, 2000 for the Executive Director.

V. UNFINISHED BUSINESS

- A. State Lease

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve the State Lease, effective August 1, 2000, as amended. The "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

- B. Architectural Solutions, Inc.
Prattville, Innes, Fitzpatrick Apartments, 200-2, 200-3, 200-1

1. Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to approve, subject to DHCD approval, Change Order #2 and payment of \$1,782.00 to Environmental Restorations of Hampstead, New Hampshire for deleading at the Prattville, Innes and Fitzpatrick Apartments, subject to DHCD approval.
2. Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to approve partial release of retainage and payment of \$26,878.00 to Environmental Restoration, Inc., subject to DHCD approval.
3. Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to approve Change Order #3 for \$60,581 for 136 Storm Doors at the Fitzpatrick Apartments for Environmental Restoration, Inc., subject to DHCD approval.

July 26, 2000 REGULAR MEETING MINUTES

- 4. Upon a motion Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to approve Extra Design Services to Architectural Solutions, Inc. for \$2,500.00 for storm door design at the Fitzpatrick Apartments, subject to DHCD approval.

- C. Capeway Roof/Buckley Apartments, 667-2
Punch List

The Modernization Coordinator informed the Members that the Punch List for the Buckley Apartments had not been completed and that he would be follow up with Capeway Roofing for completion of this job.

- D. Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to approve payment of \$7,500.00 to GAF Engineering of Marion, Massachusetts for the completion of the Survey for the Pipe and Pump Replacement at the Prattville Apartments, 200-2.

- E. GAF Engineering, \$36,000.00
Prattville Apartments, 200-2

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to approve an Extra Design Services Contract for GAF Engineering in the amount of \$36,000 for Drainage Improvements at the Prattville Apartments.

- F. Environmental Restoration, Inc.
Lead Paint Abatement/Innes Prattville, Fitzpatrick Apartments

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to authorize payment #8 for the sum of \$721.00 and payment #9 in the amount of \$27,157.00 which is the balance of the job.

- VI. At 7:40 P.M. upon a motion by Ms. Brenes, seconded by Ms. Howard, the Members voted unanimously to adjourn the July 26, 2000 Regular Meeting.

Michael E. McLaughlin
Executive Director

Approved: _____
 Initials Date

MINUTES OF A SPECIAL MEETING
of the CHELSEA HOUSING AUTHORITY
held on August 9, 2000

The Special Meeting of the Chelsea Housing Authority was held on Wednesday, August 9, 2000 in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:18 P.M. and upon a roll call of the Members the following Commissioners were present:

Richard Repici
Alcira Brenes
Stephen Roche
Marion Howard

Henry Cordero was absent.

Chairman Repici declared a quorum present.

I. NEW BUSINESS

- A. Amendment to Capital Improvement Work Plan 1027
Fitzpatrick Apartments, 200-1/Installation of Storm Doors/\$35,000.00
Environmental Restoration, Inc.

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve an Amendment to the contract for the Installation of Storm Doors at the Fitzpatrick Apartments, 200-1 from \$726,165.00 to \$761,165.00 an increase of \$35,000.00.

- B. 2000 Net Income Limits for Admission to State-Aided Public Housing

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to adopt the revised income limits for admission to state-aided public housing for household sizes one through eight bedrooms.

Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Marion Howard	

August 10, 2000 SPECIAL MEETING MINUTES

At 5:20 P.M. upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adjourn the August 10, 2000 Special Meeting.

Michael E. McLaughlin
Executive Director

Approved: _____
 Initials Date

MINUTES OF A REGULAR MEETING
of the CHELSEA HOUSING AUTHORITY
held on September 20, 2000

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, September 20, 2000 in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:30 P.M. and upon a roll call of the Members the following Commissioners were present:

Richard Repici
Alcira Brenes
Stephen Roche
Henry Cordero
Marion Howard

Chairman Repici declared a quorum present.

I. MINUTES

August 9, 2000 Regular Meeting

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adopt the August 9, 2000 Regular Meeting Minutes as presented. Mr. Cordero abstained.

II. NEW BUSINESS

1. Adoption of CHA Policies (State and Federal)

a. Fixed Assets Policy

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adopt the Fixed Assets Policy as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Stephen Roche	
Henry Cordero	
Marion Howard	

Mr. Repici abstained.

September 20, 2000 Regular Meeting Minutes

b. Travel Policy

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adopt the Travel Policy as presented.
Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Stephen Roche	
Henry Cordero	
Marion Howard	

Mr. Repici abstained.

c. Rent Collection

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adopt the Travel Policy as presented.
Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Stephen Roche	
Henry Cordero	
Marion Howard	

Mr. Repici abstained.

d. Investment Disposition Policy

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adopt the Investment Disposition Policy as presented.
Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Stephen Roche	
Henry Cordero	
Marion Howard	

Mr. Repici abstained.

e. Reasonable Accommodations Policy

September 20, 2000 Regular Meeting Minutes

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adopt the Reasonable Accommodations Policy as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Stephen Roche	
Henry Cordero	
Marion Howard	

Mr. Repici abstained.

f. Procurement Policy

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adopt the Procurement Policy as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Stephen Roche	
Henry Cordero	
Marion Howard	

Mr. Repici abstained.

g. Disposition Policy

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adopt the Disposition Policy as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Stephen Roche	
Henry Cordero	
Marion Howard	

Mr. Repici abstained.

- Maintenance Shop/51 Exeter Street
Capital Improvements/\$179,000.00

September 20, 2000 Regular Meeting Minutes

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to approve the Contract for State-Aided Public Capital Improvement Program between the Commonwealth of Massachusetts and the Chelsea Housing Authority for Work Plan 1-31, Project No. 057061 in the amount of \$179,000.00 for emergency funding to install a new gas line, heater, and sewer line at 51 Exeter Street and to authorize the Executive Director to sign all contracts.

3. Baycove Contract Extension/\$30,000.00
October, 2001

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to extend the contract between Baycove and the Chelsea Housing Authority through October, 2001 in the amount of \$30,000.00.

4. Administrative Office/Hours

Recalling that the change in work hours for the Administrative Office had been approved by the Members for a trial period of six months a motion was made by Mr. Roche, seconded by Mr. Cordero and voted unanimously by the Members to change the work hours of the Administrative Office permanently as follows:

Monday.....8:30 AM to 4:00 PM
Tuesday.....8:30 AM to 4:00 PM
Wednesday.....8:30 AM to 7:30 PM
Thursday.....8:30 AM to 4:00 PM
Friday.....8:30 AM to 12:00 Noon

4. STOVE REPLACEMENT/SCRIVANO & MACE APARTMENTS

Upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to award the Contract for the gas kitchen ranges at the Mace and Scrivano Apartments to General Electric Company of Louisville, Kentucky in the amount of \$54,336.00 and to authorize the Executive Director to sign the Contract.

III. EXECUTIVE SESSION

At 5:55 P.M. upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to adjourn to Executive Session to discuss a Resident's Appeal of the Grievance Panel's Decision and to return to Public Session in forty-five minutes.

The Members returned to Public Session at 7:25 P.M.

- a. Digna Salgado

September 20, 2000 Regular Meeting Minutes

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to uphold the Grievance Panel's decision to allow the Chelsea Housing Authority to proceed with the termination of her Subsidy..

Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

b. Ursula Quintana

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to uphold the Grievance Panel's decision to allow the Chelsea Housing Authority to proceed with eviction.

Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

c. Elizabeth Stewart

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to uphold the Grievance Panel's decision to allow the Chelsea Housing Authority to proceed with eviction. Ms. Stewart did not attend nor did she send an Advocate or Attorney.

Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

September 20, 2000 Regular Meeting Minutes

IV. ADJOURNMENT

At 7:30 P.M. upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to adjourn the September 20, 2000 Regular Meeting.

Michael E. McLaughlin
Executive Director

Approved: _____
 Initials Date

MINUTES OF A REGULAR MEETING/EXECUTIVE SESSION
of the CHELSEA HOUSING AUTHORITY
held on September 20, 2000

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, September 20, 2000 in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:30 P.M. and upon a roll call of the Members the following Commissioners were present:

Richard Repici
Alcira Brenes
Stephen Roche
Henry Cordero
Marion Howard

Chairman Repici declared a quorum present.

At 5:55 P.M. upon a motion duly made, seconded, and unanimously approved in Public Session the Members met in Executive Session.

I. RESIDENT'S APPEAL OF THE GRIEVANCE PANEL'S DECISION

1. DIGNA SALGADO

After hearing testimony from the Leased Housing Coordinator (I. Perez), Ms. Salago and her witness's the Members voted unanimously, in Public Session, to uphold the Grievance Panel's decision to allow the Chelsea Housing Authority to proceed with the termination of her Subsidy.

2. URSULA QUINTANA

After hearing testimony from the Director of Housing Management (C. Myers), Ms. Quintano and her witness's the Members voted unanimously, in Public Session, to uphold the Grievance's Panel's decision to allow the Chelsea Housing Authority to proceed with eviction.

3. ELIZABETH STEWART

Ms. Stewart did not attend, nor did she send an Advocate or Attorney. The Members voted unanimously, in Public Session, to uphold the Grievance Panel's decision to allow the Chelsea Housing Authority to proceed with eviction.

September 20, 2000 Regular Meeting /Executive Session

At 7:25 P.M. , upon a motion by Mr. Roche, seconded by Ms. Howard the Members voted unanimously to return to Public Session.

II. ADJOURNMENT

At 7:30 P.M. upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to adjourn the September 20, 2000 Regular Meeting.

Michael E. McLaughlin
Executive Session

Approved: _____
 Initials Date

MINUTES OF A SPECIAL MEETING
of the CHELSEA HOUSING AUTHORITY
held on November 9, 2000

The Special Meeting of the Chelsea Housing Authority was held on Thursday, November 9, 2000 in the Conference Room of the CHA Administrative Office, 54 Locke Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:40 p.m. and upon a roll call of the Members the following Commissioners were present:

Richard Repici
Alcira Brenes
Stephen Roche
Henry Cordero
Marion Howard

Chairman Repici declared a quorum present.

Attorney Walter Underhill was in attendance.

I. Reorganization Plan

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to adopt the Reorganization Plan submitted by the Executive Director subject to any statutory/contractual rights of any affected employee.

Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously to authorize the Chairman of the Chelsea Housing Authority, on behalf of the Housing Commission, to notify any affected employees of the Board's action and any statutory/contractual rights.

Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None

NOVEMBER 9, 2000 SPECIAL MEETING MINUTES

Alcira Brenes
Stephen Roche
Henry Cordero
Marion Howard

Upon a motion by Mr. Cordero, seconded by Ms. Brenes, the Members voted unanimously to appoint the Director of Operations (D. Cohen) as the designated Hearing Officer to conduct any hearings that terminated employees have a right to before the appointing Authority/Chelsea Housing Authority from November 9, 2000 through December 31, 2001. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

II. "FY01 Budget"

A. FY01 State Operating Budget

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously that the Operating Budget for the State-Aided Family and Elderly Housing of the Chelsea Housing Authority be approved.

Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

B. FY01 Federal Operating Budget

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously that the Federal-Aided Family and Elderly Housing of the Chelsea Housing Authority be approved.

Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
------	------

NOVEMBER 9, 2000 SPECIAL MEETING MINUTES

Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

C. Section 8 Operating budget

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously that the Operating Budget for Section 8 be approved.

Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

D. MRVP Operating Budget

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously that the Operating Budget for MRVP be approved.

Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

III. Appointments

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to confirm the Executive Director's appointment of Diane Kardaris to the position of Director of Finance.

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the members voted unanimously to confirm the Executive Director's appointment of Linda Thibideau to the position of Director of Housing Management.

NOVEMBER 9, 2000 SPECIAL MEETING MINUTES

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to confirm the Executive Director's appointment of Denise Rodriguez to the position of Housing Management Aide.

Upon a motion by Mr. Cordero, seconded by Mr. Roche, the Members voted unanimously to confirm the Executive Director's appointment of Angel Mojica to the position of Administrative Assistant/Buyer.

IV. PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to approve the FY2001 Agency Plan and all required attachments and to authorize the Executive Director to sign any all all HUD certifications and other forms. Upon a roll call the "AYES" and NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

V. CHA Admissions and Continued Occupancy Policy for Federally Subsidized Units.

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the members voted unanimously to approve the Admissions and Continued Occupancy Policy for Federally Subsidized Units as presented.

Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

VI. Modernization

NOVEMBER 9, 2000 SPECIAL MEETING MINUTES

A. Signatures

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to authorize Michael McLaughlin, Executive Director and Diane Cohen, Director of Operations to execute any and all Housing Authority documents, including Contracts, and Contract Amendments, on behalf of the Board of Commissioners upon proper Board vote approving each specific agreement, and submit same to DHCD and the Department of Housing and Urban Development. This authorization is effective until revoked.

Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

B. Pipes and Pumps Replacement/Prattville Apartments

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to award the contract to General Air Conditioning and Heating, Inc. in the amount of \$573,000.00, the lowest most responsive bidder.

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to increase the amount of the Contract from \$410,000.00 to \$678,000.00 which increases the Contract amount by \$268,000.00 and to approve a time extension until March 31, 2003.

C. Architectural Solutions, Inc.

Upon a motion by Mr. Cordero, seconded by Mr. Roche, the Members voted unanimously to authorize the first payment of \$14,000.00 for the Roof Replacement at 2 & 4 Webster and Parkway Court to Architectural Solutions, Inc.

VII. Public Housing Leases

After passing the Chair to Mr. Roche, Mr. Repici made a motion, seconded by Mr. Cordero, the Members voted unanimously to have each Housing Manager familiar with the Rules and Regulations of Federal and State Leases and to be

NOVEMBER 9, 2000 REGULAR MEETING MINUTES

quizzed periodically by the Director of Housing Management .

VIII. Adjournment

At 6:20 P.M. upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adjourn the November 9, 2000 Special Meeting.

Michael E. McLaughlin
Executive Director

Approved: _____
 Initials Date

CHELSEA HOUSING AUTHORITY REGULAR MEETING MINUTES
of the CHELSEA HOUSING AUTHORITY
held on November 29, 2000

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, November 29, 2000 in the Community Room of the Buckley Apartments, 14 Bloomingdale Street, Chelsea, Massachusetts.

The Meeting was called to order at 5:30 P.M. and upon a roll of the Members the following Commissioners were present:

Richard Repici
Alcira Brenes
Stephen Roche
Henry Cordero
Marion Howard

Chairman Repici declared a quorum present.

Attorney Walter Underhill, Michael McLaughlin, Executive Director, Diane Cohen, Director of Operations and Linda Ferullo, Administrative Secretary for the Chelsea Housing Authority were in attendance.

At 5:30 P.M. upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to recess to Executive Session to discuss and vote on Employee Dismissals then return in a full Public Session. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

At 6:15 P.M. the Chairman Repici reopened the November 29, 2000 Regular Meeting. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

November 29, 2000 REGULAR MEETING MINUTES

A. September 20, 2000 Regular Meeting/Executive Session

1. Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adopt the September 20, 2000 Regular Meeting/Executive Session Minutes as presented.
2. Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adopt the November 9, 2000 Special Meeting Minutes.

II. NEW BUSINESS

A. Fee Accountant Contact (J. Marotto)

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to approve a one year contract with John D. Marotto, Certified Public Accountant and to authorize the Executive Director to sign the contract.

B. Personnel

1. Receptionist (P. Roman)

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to confirm the Executive Director's appointment of Pedro Roman to the position of Receptionist.

2. Bookkeeper (J. McNichols)

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to confirm the Executive Director's appointment of James McNichols to the position of Bookkeeper.

C. Modernization

1. Roof Replacement 2&4 Webster Court/2&4 Parkway Court

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to award the Contract to Gibsons Roof, Inc. of Hanover, in the amount of \$131,000.00 and to authorize the Executive Director to sign the Contract.

November 29, 2000 REGULAR MEETING MINUTES

2. Margolis Roof Antenna

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Member voted unanimously to award the Contract to Metricom of Woburn for a five year contract of \$1,300.00 per month for the first year with an increase of 5% every year for the next four years, with an option to renew the contract for an additional five years and to authorize the Executive Director to sign the Contract.

After passing the Chair to the Vice Chairman, Mr. Repici made a motion, seconded by Mr. Roche, and voted unanimously by the Members to have the Authority's Legal Counsel (E. Gellar) review all documents before the Contract is signed.

3. Environmental Restoration Deleading and Asbestos Removal Prattville/Fitzpatrick/Innes Apartments

Upon a motion by Mr. Roche, seconded by Ms. Howard the Members voted unanimously to accept the completion documents as presented and to authorize a final payment of \$26,188.00 for the deleading and asbestos removal project at Prattville, Fitzpatrick and Innes Apartments.

Architectural Solutions, Inc.

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to approve a final payment of \$6,890.00 to Architectural Solutions for extra design services for the installation of 140 storm doors.

4. Prattville Pipes & Pumps Replacement General Air Conditioning and Heating Company, Inc.

Upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to award the Contract to General Air Conditioning and Heating Company, Inc. of Dorchester in the amount of \$573,000.00 and to authorize the Executive Director to sign the Contract.

5. Laundry Services

Upon a motion by Mr. Roche, seconded by Mr. Cordero, the Members voted unanimously to reject all bids and to authorize the Director of Modernization (F. Buzderwicz) to re-bid these services.

November 29, 2000 REGULAR MEETING MINUTES

D. Public Safety

1. CORI

There being no objection, the Chairman postponed consideration of this item.

2. Risk Control Policy

Upon a motion by Mr. Roche, seconded by Ms. Howard the Members voted unanimously to adopt the Risk Control Policy for the Chelsea Housing Authority as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	

3. Federal Pet Policy

a. Elderly

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to adopt the Federal Elderly/Disabled Housing Pet Policy as presented. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Stephen Roche	
Henry Cordero	
Marion Howard	

Mr. Repici abstained.

b. Family

Upon a motion by Mr. Roche, seconded by Ms. Brenes, the Members voted unanimously to to adopt the Federal Family Pet Policy. Upon a

November 29, 2000 REGULAR MEETING MINUTES

roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Alcira Brenes	None
Stephen Roche	
Henry Cordero	
Marion Howard	

Mr. Repici abstained.

E. Automobile Repairs


After passing the Chair to Mr. Roche, Mr. Repici made a motion, seconded by Mr. Cordero, and voted unanimously by the Members that the Maintenance Staff and the Housing Management Staff report all automobile repairs done on CHA's property to the Director of Public Safety for further action.

F. Home Ownership

After passing the Chair to Mr. Roche, Mr. Repici made a motion, seconded by Mr. Cordero, and voted unanimously by the Members to hire a Consultant, not to exceed \$20,000.00, to explore the Home Ownership Program for CHA Residents.

III. ADJOURNMENT

At 7:35 P.M. upon a motion by Ms. Howard, seconded by Ms. Brenes, the Members voted unanimously to adjourn the Executive Session and the November 29, 2000 Regular Meeting.



Michael E. McLaughlin
Executive Director

Approved: _____
 Initials Date

EXECUTIVE SESSION

CHELSEA HOUSING AUTHORITY REGULAR MEETING MINUTES
EXECUTIVE SESSION
of the CHELSEA HOUSING AUTHORITY
held on November 29, 2000

A Regular Meeting of the Chelsea Housing Authority was held on Wednesday, November 29, 2000 in the Community Room, of the Buckley Apartments, 14, Bloomingdale Street, Chelsea, Massachusetts.

The Meeting was call to order at 5:30 P.M. and upon a roll call of the Members the following Commissioners were present:

Richard Repici
Alcira Brenes
Stephen Roche
Henry Cordero
Marion Howard

Chairman Repici declared a quorum present:

Attorney Walter Underhill and Diane Cohen, Director of Operations for the Chelsea Housing Authority were in attendance.

At 5:30 P.M. upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to adjourn to Executive Session. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

The Executive Director noted that Mary Petruzzello and Lydia Santiago Sevinor were served and notified of CHA intentions to discuss the response of the termination of their employment in either Public or Executive Session. Ms. Petruzzello and Ms. Sevinor did not respond to this communication. Due to the confidentiality, the Executive Director proceeded with this discussion in Executive Session.

I. EMPLOYEE DISMISSALS

A. Mary Petruzzello

Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted

November 29, 2000 REGULAR MEETING/EXECUTIVE SESSION MINUTES

unanimously for the abolition of the position of Assistant Director of the Chelsea Housing Authority and resultant termination of Mary Petruzzello retroactive to date of notice to employee. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

II. Lydia Santiago-Sevinor

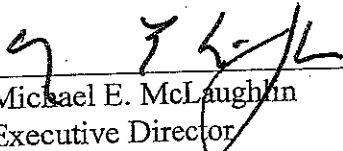
Upon a motion by Mr. Cordero, seconded by Ms. Howard, the Members voted unanimously for the termination of Lydia Santiago-Sevinor from her position as Resident Selection Coordinator retroactive to date of notice to employee. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

At 6:00 P.M. upon a motion by Mr. Roche, seconded by Ms. Howard, the Members voted unanimously to adjourn the Executive Session of the November 29, 2000 Regular Meeting and return to Public Session. Upon a roll call the "AYES" and "NAYS" were as follows:

AYES	NAYS
Richard Repici	None
Alcira Brenes	
Stephen Roche	
Henry Cordero	
Marion Howard	

November 29, 2000 REGULAR MEETING/EXECUTIVE SESSION MINUTES



Michael E. McLaughlin
Executive Director

Approved: _____
 Initials Date